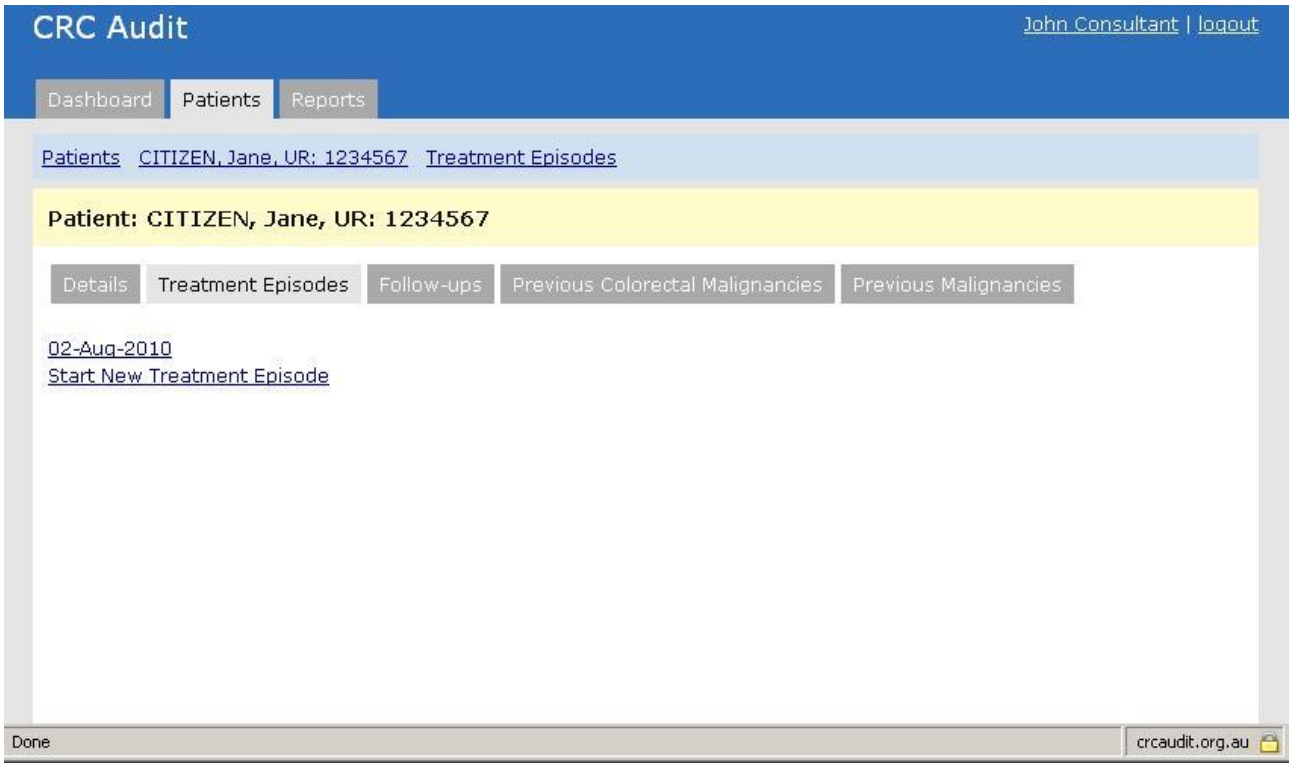
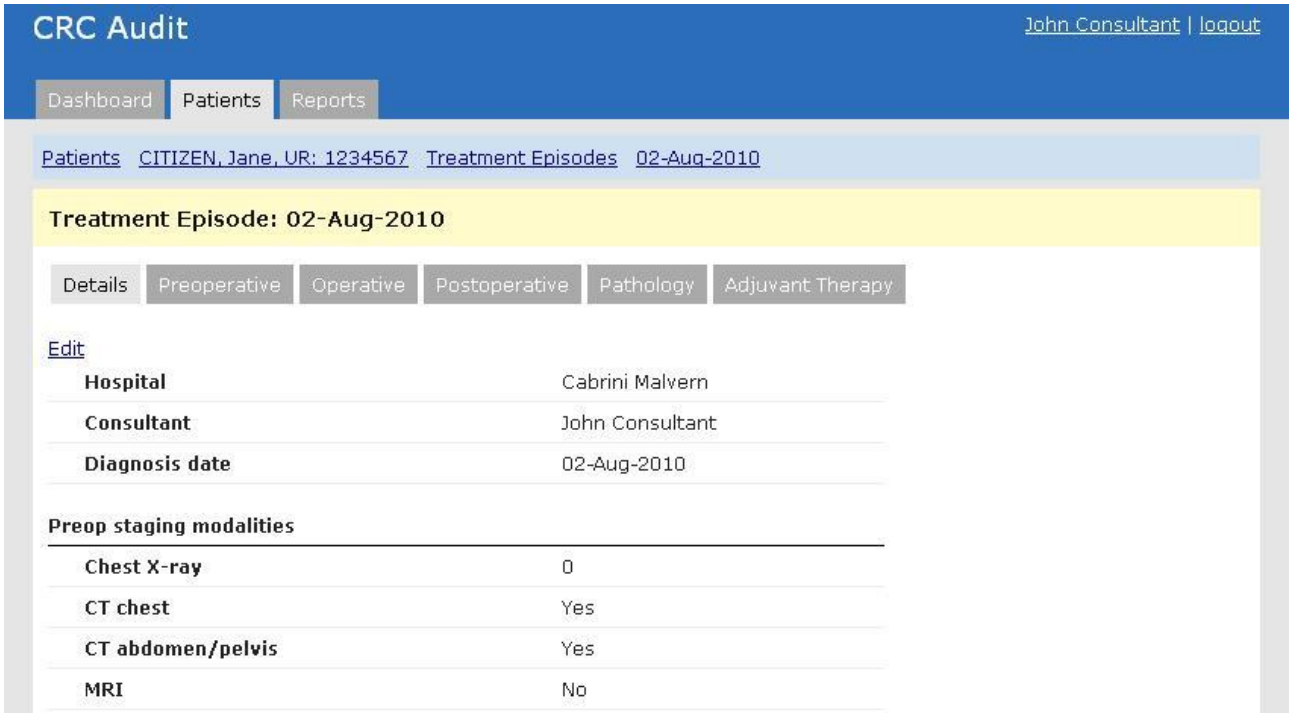
# COLORECTAL CANCER DATABASE - USER MANUAL

## ADD A NEW PATHOLOGY

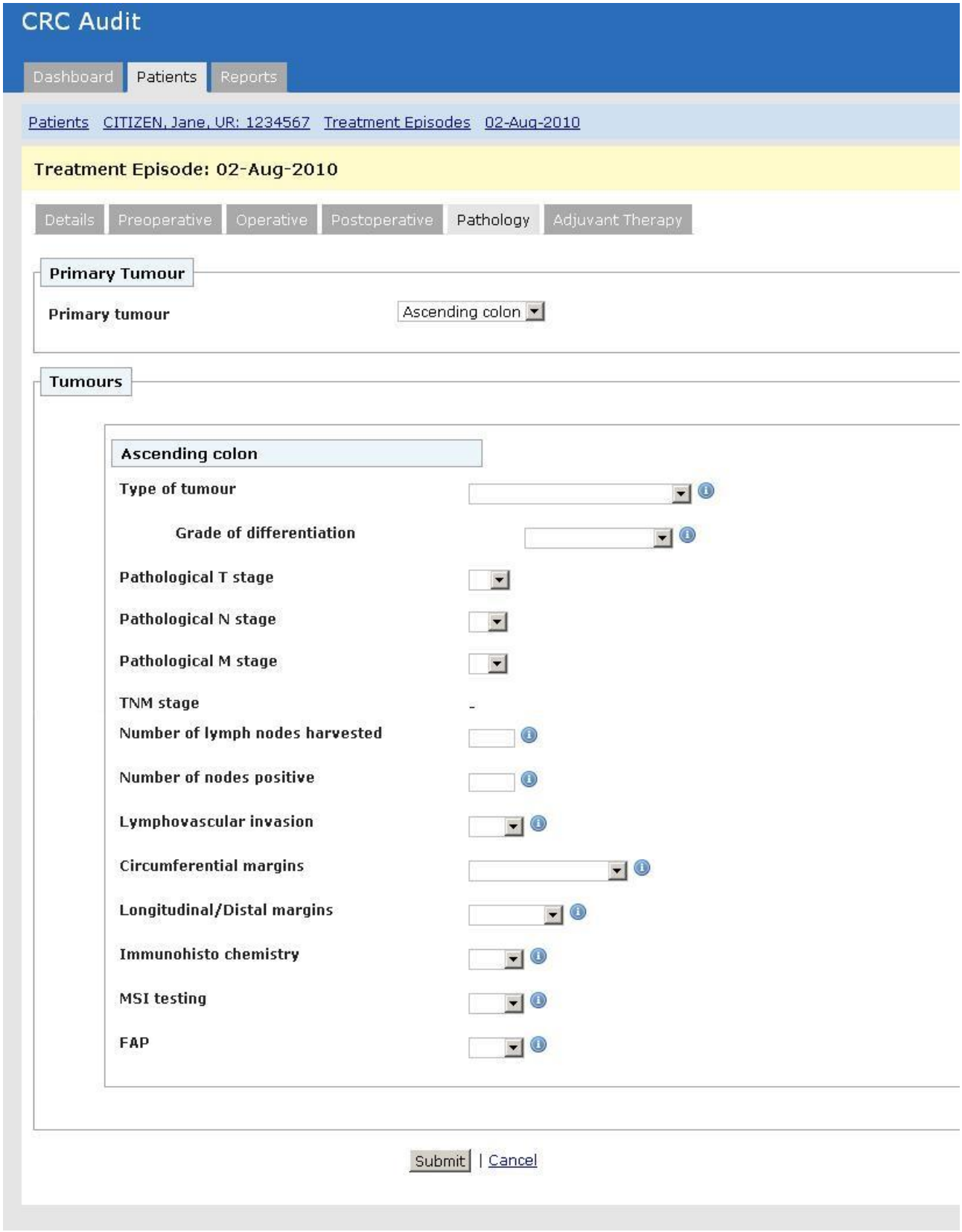
1. On the **Treatment Episodes** screen, select the Treatment Episode for which a new **Pathology** is to be created.




2. The **Treatment Episode** screen is displayed as follows:



3. Select the Pathology option to display the **New Pathology** screen.




4. The user may now enter the Pathology. **Note** that all fields are required however a field may be left blank to allow the record to be saved with errors. This feature allows for the

scenario where data is not available at the time of creating the Pathology and is to be entered at a later date.

5. To cancel the creation of the Pathology, select the Cancel option.

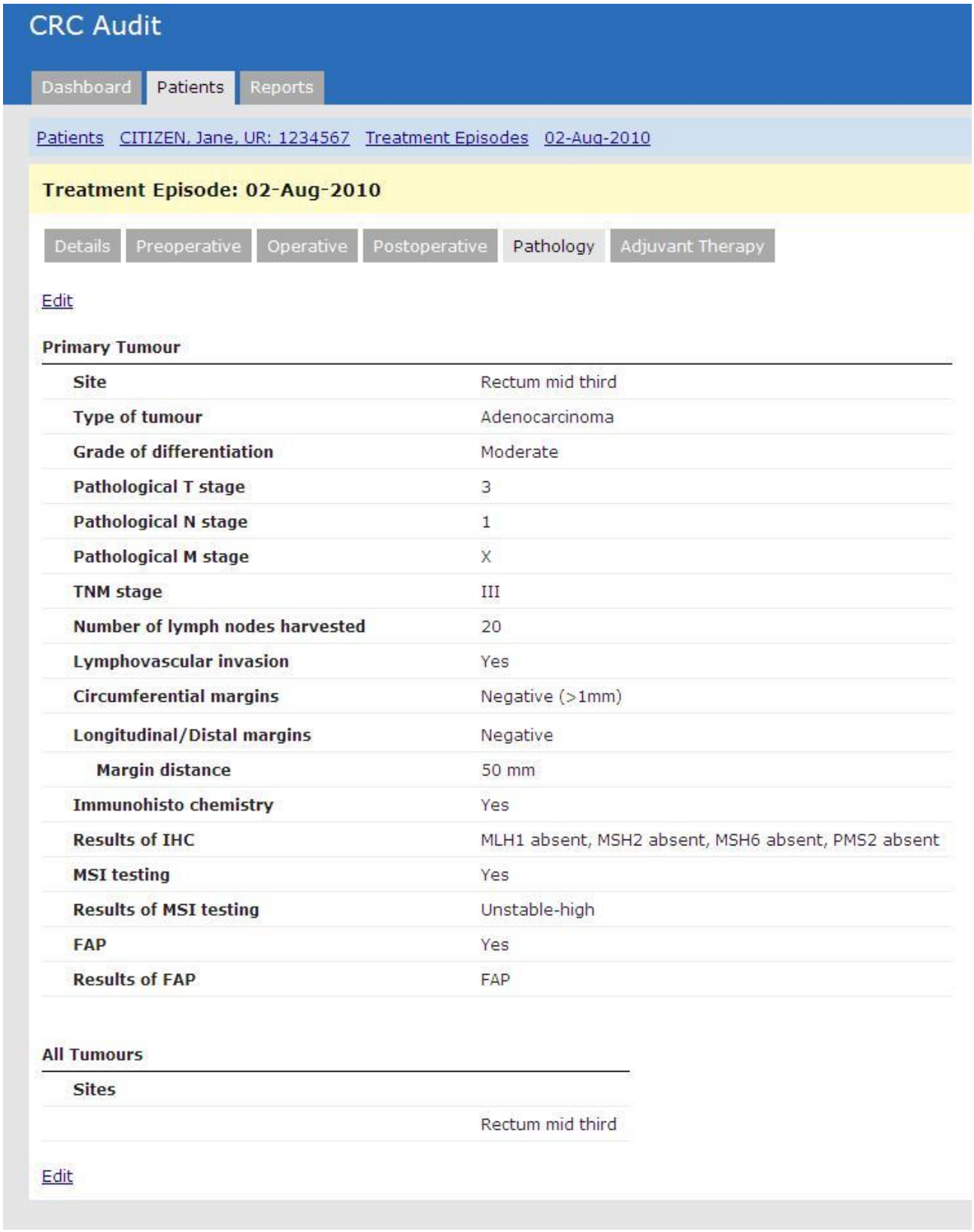
6. To create the Pathology, select Submit.

7. Where data fields have been entered incorrectly or are missing, an error message will be displayed at the top of the screen.

   7.1. Scroll down the form to view the error, complete as required and Submit.

   7.2. Where errors remain the data will still be saved so that the user can continue - select the Pathology tab to view the record.

8. Where no errors exist, the completed data will be displayed as follows:




9. The user may Edit the Pathology.

10. The user may enter other data groups.

11. To log out, select the Logout option at the top right of the screen.